

## **Rules and Regulations**

*For Special Event Rules and Regulations please refer to your Facility Use Agreement.*

### **Eligibility**

1. Meeting rooms may be used by groups gathered to conduct organizational or program meetings, discussion groups, panels, conferences, seminars, study groups, planning sessions, and to discuss items of mutual interest or engage in professional development through learning activities.
2. The City reserves the right to refuse use of a room for any activity that is deemed in violation of federal, state or local laws, codes or ordinances or for demonstrated past failure of the user to comply with any of the stated rules and regulations.
3. Groups or individuals that have reserved meeting rooms in advance are subject to cancellation or changes to room assignments in the event rooms are needed for official City business. In such an event, every effort will be made to locate another meeting room for a displaced group and to notify user of a cancellation or room change at the earliest possible date.

### **Reservation Procedures**

1. All room reservations require submission of a meeting reservation request form and use agreement. Forms can be obtained by calling 408-535-3500 or online at <http://dev.sanjoseca.gov/events/> and must be submitted to the Customer Service Call Center. Applicants must be 18 years of age or older.
2. The applicant will be notified within ten (10) days from the date of the application as to the approval or denial of the application.
3. Room reservations may be made up to 6 months in advance.
4. Use of the Facility for multiple meetings may be granted to the public for a period not to exceed three consecutive months, additional reservations can be made after the end of the three-month period.
5. Reservations must be made no later than 30 days prior to the meeting.
6. Cancellations must be made no less than 24 business hours prior to the meeting or a cancellation fee of \$80 will be charged to your VIS Code.

### **Fees and Deposits**

1. Groups or individuals may use the Committee Rooms at no charge during the week (Mondays-Fridays, 8am-10pm), on an as-available basis. During the weekends (Saturdays and Sundays) and on Holidays, *all* uses other than for Official City Business, will incur a fee.
2. Where fees apply, the minimum charge is the fee equivalent to two hours use for meetings held Monday through Friday and the fee equivalent of four hours use for meetings held on weekends and Holidays.
3. Uses, other than for Official City Business, will incur a fee and other applicable charges for City services for use of the Council Chambers due to the complexity of the equipment and the audio visual system.
4. All groups claiming non-profit status are required to include a copy of their IRS determination with their application.
5. Any group making a reservation may be charged a cleaning and damage deposit within 24 hours of making the reservation request. Upon inspection by the City and approval of the condition of the room, the deposit will be refunded minus any additional clean-up costs. The City Manager may reduce or suspend collection of the deposit if the group has a history of using the meeting rooms and has consistently left the areas in good condition.
6. Where fees apply, full payment of the use fee must be made at the time of the request. If denied, all payments will be refunded. Reservations are not confirmed until full payment is made. A receipt for payment is the confirmation of booking.
7. A use fee and refundable security deposit is required for use of the catering pantry. Upon inspection by the City and approval of the condition of the pantry, the deposit will be refunded, minus any additional clean-up costs. The deposit will be fully refunded if the catering pantry is left clean, appliances and equipment are undamaged, and the pantry is vacated at the scheduled time.

### **Conditions of Use**

1. Groups or individuals may use meeting rooms for the hours approved. All set-up and clean-up must be accomplished within the reserved time.
2. Light refreshments may be served during meetings with the exception of the Council Chambers. The group using the room must provide supplies and equipment for serving refreshments. The room must be cleaned and cleared of all items brought in before vacating.
3. The Council Chambers may only be used by public users under the supervision of City personnel.
4. Each Committee Room has a standard furniture configuration. The furniture may be rearranged, but must be returned to its original position.
5. Requests for additional City services and equipment must be made 5 business days in advance of the meeting.
6. After City Hall has been closed to the public, groups or individuals using meeting rooms are restricted to the meeting room and the designated corridors used to leave the building.
7. A/V equipment may be available from the City's portable pool under staff supervision. Equipment may only be reserved and operated by City personnel.
8. Pay public parking is provided on-site in the underground parking garage until 11:00 pm during the weekday evenings and is closed during the weekend.
9. Meeting room capacities must be observed at all times.

### **Prohibitions**

1. Use of City meeting rooms must not interfere with the conduct of City business or be unduly disruptive to others present in the building.
2. Meeting rooms are not available for commercial activities unless otherwise authorized by appropriate permit, license, or agreement with the City.
3. Smoking or burning of items (incense, candles, etc.) is prohibited.
4. No signs, posters, displays, or decorations may be put up without permission of the General Services Director. Use of nails, screws, tape, staples, etc. on walls is prohibited.
5. Alcohol is not permitted in public meeting rooms unless authorized by appropriate permit.
6. All food and beverages consumed by the public are prohibited in the Council Chambers with the exception of water.
7. Permission to use a meeting room is not transferable from one individual or organization to another. The person signing the application will be held responsible for proper use of the room.
8. Failure to comply with any of the stated rules and regulations will result in the immediate cancellation of the reservation, and may lead to suspension of meeting room privileges.
9. Any activity in the meeting room that is deemed in violation of federal, state, or local laws, codes, or ordinances is prohibited.

### **Liability**

1. All groups or individuals using meeting rooms must agree to indemnify, defend, and save harmless the City of San José, its Boards, its Commissions and their respective officers, agents, and employees from and against any and all claims, losses, injuries, suits or judgments arising from, or in connection with my/our meeting.
2. All groups or individuals may be required to obtain and maintain insurance, for use of the Council Chambers, against claims for injuries to persons or damage to property that may arise in connection with the event.
3. Groups or individuals are responsible for the cost of repairing damage to equipment, furniture, or the building caused by people in attendance at their meeting.